

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Assistant City Prosecutor

BAND	GRADE	SUBGRADE
E	919	
<b>DEPARTMENT:</b> Legal	<b>ACCOUNTABLE TO:</b> City Prosecutor	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for assisting the City Prosecutor with the litigation of misdemeanor criminal matters filed in the City Court by a law enforcement agency within the jurisdiction of Lake Havasu City. The Assistant City Prosecutor also assists the City Prosecutor with the preparation and prosecution of cases filed that require litigation to enforce planning, zoning and fire codes and ordinances.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Assistant City Prosecutor is the second level of a two level prosecuting attorney series. The Assistant City Prosecutor is distinguished from the City Prosecutor in that the City Prosecutor has the supervisory authority and overall responsibility of the prosecution function. The Assistant City Prosecutor is expected to perform the duties of the City Prosecutor in their absence. <b>This is an unclassified (appointed) position that serves at the pleasure of the City Prosecutor.</b>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Assists with the preparation of and prosecutes misdemeanor criminal cases which include: arraignments, pre-trial conferences, evidentiary, visitation, omnibus, status and sentence hearings, negotiating settlements, appeals, etc.	Daily	
2.	Reviews cases and makes recommendations for authorization or declination of charges; reviews police reports for legal correctness and to make appropriate charging decisions.	Daily	
3.	Prepares letters, correspondence, and memoranda regarding legal issues.	Daily	
4.	Conducts pre-trial conferences with defendants, public defender or private counsel.	Weekly	
5.	Reviews court procedures, trial requirements and cases with police officers; prepares victims and witnesses for bench or jury trial.	Weekly	
6.	Researches and analyzes case law; drafts motions, trial and appellate briefs.	Weekly	

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7.	Makes settlement negotiation recommendations with proper defendants, public defenders and private counsel.	Daily	
8.	Reviews and approves written plea agreements.	Daily	
9.	Assists in developing policies and procedures consistent with legal authority and city requirements.	As Required	
10.	Trains various departments and agencies regarding criminal procedure and policy.	As Required	
11.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Arizona criminal law, including state and local statutes and ordinances;
- Rules of criminal procedure, evidence, police procedures and department structure;
- Alternatives to prosecution such as diversion programs;
- Legal research methods and procedures.

#### **Skills** (position requirements at entry):

Skill in:

- Performing legal research;
- Interpreting laws, regulations and ordinances;
- Drafting legal documents;
- Prosecuting cases in municipal court;
- Negotiating settlements;
- Organizing and managing multiple problems;
- Resolving problems and handling sensitive matters;
- Communication, interpersonal skills as applied to interaction with supervisor, local, state and federal elected officials, coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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<b>Training and Experience</b> (position requirements at entry):
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Juris Doctorate and some experience in criminal prosecution at a State, County or Municipal level that includes bench and jury trial work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Licensing Requirements</b> (position requirements at entry):
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Position requires:
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| <ul style="list-style-type: none"><li>• Admission to the Arizona State Bar.</li></ul> |
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<b>Physical Requirements:</b>
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Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.
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Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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<b>Classification History:</b>
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Draft prepared by Lake Havasu City Human Resources (SM)
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